

Document No. 060  
 No Change in Class. ☐  
☐ Declassified  
 Class. Changed To: TS S G  
 Auth: HR 70-2 13 NOV 1978  
 Date: By: [Redacted]

**CONFIDENTIAL**

JUL 30 1947

MEMORANDUM FOR THE CHIEF, ICAPS  
 THE EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT  
 THE ASSISTANT DIRECTOR, ORE  
 THE ASSISTANT DIRECTOR, OO  
 THE ASSISTANT DIRECTOR, OGD  
 THE CHIEF, INSPECTIONS AND SECURITY

Subject: Implementation of ICAPS' Survey

1. The Director is pleased to inform the addressees that he has noted a material improvement in the efficiency and performance within their respective offices as well as an overall increase in cooperation between offices since the last survey.

2. The problems of space, personnel and facilities are recognized and all remedial steps possible are being taken.

3. Listed below are recommendations upon which it is desired that implementing action be taken. In those cases where joint responsibility is implied, the office mentioned first will take the necessary action.

4. CHIEF OF ICAPS.

a. In collaboration with ORE, revise the present format of NIR's on an intelligence production basis.

b. Review the current working agreement between the [Redacted] and the Contact Register, ORE, during its next quarterly inspection.

c. Advise ORE in establishing an overall scheme of priorities for the collection and production of national intelligence for the guidance of the other offices in CIG.

5. EXECUTIVE FOR ADMINISTRATION AND MANAGEMENT.

a. Establish between the Assistant Director, OGD, and the Assistant Director, OO, simplified procedures for dissemination of urgent intelligence information collected by the latter's office, particularly the [Redacted]

**CONFIDENTIAL**

~~CONFIDENTIAL~~

5. b. Recommend to the Director a list of key positions which have been frozen awaiting assignment of armed force personnel, or career State Department personnel, and which should now be filled by direct procurement of civilians.

25X1X

d. After determining the increased reproduction requirements of the operating offices, make recommendations for the expansion of present reproduction facilities as found necessary.

e. Continue survey of administration procedures in the various offices of OIG. Submit observations and recommendations to the Assistant Director via ICAPS upon completion of each Office.

f. Once again review requirements for security clearances of applicants for employment in OIG with the view of extending every possible concession to smooth and uninterrupted procurement. Applications for positions in OIE should be given priority consideration, especially in the case of the Reference Branch, which should be given increased space for its expanding library, and in the case of the military group of the [REDACTED]

25X1

6. ASSISTANT DIRECTOR, OIE.

a. Continue to press personnel recruitment with vigor, especially with respect to the Reference Branch in conjunction with increased space required for its library.

b. Develop, with the Assistant Director for Special Operations, the maximum possible liaison between corresponding personnel of OIE and OSO to permit full processing by OIE of raw information received from OSO sources and a fuller appreciation of OIE needs and reactions to the OSO product.

c. Notify the Director of any further difficulties encountered in obtaining IAB agency clearances of OIE papers with a view to once more raising the matter at an IAB meeting.

d. Increase services to SHISS as expansion of personnel permits to final goal of producing for this Committee its required intelligence estimates and reports.

e. In collaboration with ICAPS, establish an overall scheme of priorities for the collection and production of national intelligence.

~~CONFIDENTIAL~~

EXECUTIVE REGISTRY

CONFIDENTIAL

6. f. In collaboration with ICAPS, provide for a coordinated survey of the available collection facilities abroad, particularly with respect to scientific intelligence.

g. Modify the outline for Situation Reports to include at the earliest possible date well considered conclusions on foreign potentialities and intentions, and elimination of extraneous material.

h. In collaboration with ICAPS, revise the present format of NIT's on an intelligence production basis geared to deficiencies found in the preparation of Situation Reports.

i. Cooperate with the Executive for Administration and Management in obtaining the highly qualified military, naval and air personnel needed for the military group of the [REDACTED]

25X1

j. Give consideration to the problem of affording individual branches with a multiple number of copies of incoming despatches as the organization expands.

k. Determine the present scope of briefings given to outgoing agency representatives with the view of recommending any extensions found desirable.

7. ASSISTANT DIRECTOR, OO.

[REDACTED]

STATSPEC

b. Take the necessary action to transfer those captured documents which have no technical, scientific or intelligence value to the Historical Divisions of the Army, Navy and Air Force Departments.

c. Take the necessary action to discontinue publication of accession lists and arrange for the publication of bibliographies by machine records.

d. Establish for the [REDACTED] a program, including priorities, for the exploitation of documents in accordance with requirements as referred to in paragraph 8 a below.

25X1

8. ASSISTANT DIRECTOR, OOD.

a. Establish an overall detailed statement of requirements by priority for guidance of the [REDACTED] Such statement to include intra-area priorities for the exploitation of Basic Intelligence from documents and periodicals.

25X1

CONFIDENTIAL

8. b. Continue the study of implementing procedures necessary to establish an interdepartmental reading panel and prepare draft for same with emphasis on elimination of departmental duplication.

c. Continue the study of implementing procedures necessary to establish the "Collection Coverage Plan" and prepare draft for same.

9. EXECUTIVE FOR INSPECTIONS AND SECURITY.

a. Establish throughout CIG a graded system of security standards in consonance with job requirements.

*L/Ind*

HCD/ml1  
I 29 July 1947

cc: Central Files -2  
✓ Exec. Registry -1  
Exec. Director #1

CONFIDENTIAL

EXECUTIVE REGISTP